

**To Describe:**

**Examples of Activities:** contents page, bibliography, label, index, blurb, glossary, description, character description

**To Inform:**

**Examples of Activities:** Announcements, brochures, certificates, labels, menus, news articles, information report, pamphlets, reviews, timetables, weather forecasts

**To Recount:**

**Examples of Activities:** autobiography, review, diary, minutes of meeting, retell, journal, family histories,, whakapapa

**To Entertain:**

**Examples of Activities:** narrative, word puzzle, poem, joke, fable, fairytale, song lyric, prose, plays, ballads, myths and legends, bumper stickers, film strips, bedtime stories

**To Socialise:**

**Examples of Activities:** invitation, note, apology, greeting, message, postcard, personal letter

# Purposes for Writing

**To Explain:**

**Examples of Activities:** explanation, rules, timetable, affidavit, policy, complaint, memo, journal, diary, captions, definition, excuses, game rules

**To Instruct:**

**Examples of Activities:** directions, manual, experiment, invoice, summons, recipe, list , blueprint, reminder notices, signs

**To Inquire:**

**Examples of Activities:** survey, questionnaire, interview, wanted notices

**Editing Checklist**Reworking:

- \* variety of sentence starters
- \* use of strong verbs
- \* use of compound & complex sentences
- \* activation of nouns
- \* avoidance of fillers
- \* avoidance of repetition
- \* are the ideas linked
- \* can the intended reader understand it

Proof Reading:

- \* spelling check
- \* punctuation check
- \* grammar check

**To Persuade:**

**Examples of Activities:** exposition, headline; job application, competition entry, editorial, slogan, placard, viewpoint, advertisements